



*Office of the Deputy Laboratory Director
For Science and Technology*

To/MS: Master Management
From/MS: William H. Press, A121
Phone/Fax: 5-4225/7-7034
Symbol: DDST01.361
Date: December 10, 2001

SUBJECT: Available Funds for Travel That Supports Recruiting Goals

An important Laboratory priority is to increase our numbers of entry-level TSM hires, as well as strategic TSM hires at any career stage. Therefore, we need to increase the opportunities for our TSM staff, particularly younger staff, to connect with university departments, industrial research laboratories, and any other venues for “telling our story” to potential new hires, whether directly related to specific job-ad recruitment or only indirectly related as outreach for widening our pipeline.

In support of this effort, my office will make available financial support for travel by laboratory TSMs to any such venue, *provided that* such travel includes at least one organized and pre-arranged significant activity in support of Laboratory recruiting.

Qualifying significant activities include:

- In conjunction with giving a scientific seminar or colloquium, a scheduled meeting with a department chair specifically to discuss employment opportunities at LANL, resulting in bringing back names and contact information of faculty, postdocs, or students with whom we can subsequently make contact
- Similarly, a scheduled meeting with multiple graduate students and/or postdocs within a department or large research group, at which a presentation on LANL opportunities is made, literature handed out, questions answered, etc. Here also, names and contact information should be brought back.
- Several individual meetings with faculty members whose students/postdocs may be potential LANL hires, or with the students or postdocs themselves.
- In conjunction with a conference, a scheduled and advertised event at which potential hires can be informally interviewed and told about opportunities at LANL
- Other – as may be proposed by the traveler at the time of the application for funds.

While not a requirement, it will be useful for the traveler to coordinate with HR (contact: Karen Burkett, 5-5308, kburkett@lanl.gov) in advance of the travel, e.g., for assistance in arranging or advertising meetings at conferences, or to obtain materials for distribution, helpful hints, etc. Pre-application coordination with HR or STB is also encouraged, though not required.

While travel that is solely for recruiting activities is encouraged, *we specifically also want to support travel for which the recruiting activity is an add-on to other professional activities that gives visibility to the Lab, such as giving a seminar, colloquium, or conference paper or poster.* (Note, however, we cannot use these funds to support any specifically programmatic travel expenses.)

After returning from travel, the traveler will prepare and submit a brief (1-2 page) report on the activities undertaken, and submit the report along with CVs collected or other supporting material.

Support will be for \$1,500 per trip (limited to actual travel expenses and excluding travel expenses allocatable directly to programmatic work), and made via a Director's Office charge code not subject to G&A and org-support taxes. Applications will be made through a simple web-based form to be completed by the travelling TSM and endorsed by the individual's line manager. In making the application and approval process as simple as possible, we are relying on line managers to ensure that their traveler in fact engages in a significant activity in support of recruiting (direct or indirect). Groups may be excluded from participation on the basis of non-performance by Group members who travel on these funds. In no case, however, will the DDST office withdraw funds once pre-trip approval is given and a trip is made.

How to Apply for Funds

Application for funds is by the proposed traveler through an automated web form at

<http://www.lanl.gov/DLDSTP/TRAVform.html>

- Traveler should read the form and the accompanying Frequently Asked Questions (at end of form) which goes into greater detail than this memo.
- Traveler should make preliminary arrangements for the recruitment-related activity or activities proposed, including making contact with the appropriate university or research laboratory points of contact.
- Traveler fills out and submits the form. A copy is automatically sent by email to traveler's line manager (as entered into the form).
- Line manager replies to automated email with approval/disapproval of the proposed trip.
- DDST office expects to act on applications within 5 business days after receiving line manager approval.
- Charge code authorized for \$1,500 in travel expenses is set up and communicated to traveler.

The Importance of Diversity

We are committed to keep diversity, in all aspects, in mind in all recruitment activities. We need to engage the broadest possible pool of talented people, including those from nontraditional or underrepresented sources.

WP/ts

Cy: IM-5, A150
DDST File – DDST01.361